|  |  |
| --- | --- |
| Employee Name | Click or tap here to enter text. |
| Employee Title | Click or tap here to enter text. |
| Employee ID | Click or tap here to enter text. |
| Employee Email | Click or tap here to enter text. |
| Employee Phone | Click or tap here to enter text. |
| Employee Classification | [ ]  Faculty [ ]  Academic Staff [ ] University Staff (classified) |

**Course Information (to be completed by employee):**

|  |  |  |  |
| --- | --- | --- | --- |
| Institution | Click or tap here to enter text. | Term | Click or tap here to enter text. |
| Amt. Requested\* | Click or tap here to enter text. | Course Level | Choose an item. |
| Course Title (s) | Click or tap here to enter text. |
| Total Credits | Choose an item. |
| List any grants and scholarships and amounts. | Click or tap here to enter text. |

\*System Policy caps tuition reimbursement at the campus rate, $197.93/credits for Associates, $267.59 for Undergrad, $441.62 for Graduate. Oshkosh Policy reimburses for basic academic tuition only. Policy allows for up to 5 credits, over 5 credits must have Vice Chancellor or Chancellor approval.

**Supporting Documentation (to be completed by Employee):**

|  |
| --- |
| Briefly explain the job-relatedness and performance improvement potential of the proposed coursework: |
| Click or tap here to enter text. |
| If coursework must be taken during employee’s normal working hours, briefly explain arrangements to make up for time not worked: |
| Click or tap here to enter text. |

**Reimbursement Information (to be completed by supervisor):**

|  |  |
| --- | --- |
| Percentage or fixed amount approved for reimbursement | Click or tap here to enter text. |
| Account to charge | 000 - 0 - 000000 |

**Approvals:**

|  |  |  |
| --- | --- | --- |
| **Employee (verification)** |  | Click or tap to enter a date. |
| **Dept. Chair/ Supervisor** |  | Click or tap to enter a date. |
| **Dean/AVC** |  | Click or tap to enter a date. |
| **Vice Chancellor** |  | Click or tap to enter a date. |

*Office Use Only*

*Required Information Received for Reimbursement:*

*Amount Approved:*

**Important Information for the Employee**

* This form must be submitted **before** the start of the course.
* If courses are taken as UWO the employee is responsible to contact student accounts at sa@uwosh.edu to have segregated fees waived.
* Books, related supplies, segregated fees beyond basic academic tuition are **NOT** reimbursable. **Tuition is reimbursed at the UWO resident rate.** Employees are responsible for tuition above the UWO rate when attending another institution.
* An itemized receipt or statement of account showing tuition having been paid is required for reimbursement. Grades along with the statement should be emailed to aptravel@uwosh.edu upon completion of the course. Tuition will be reimbursed through e-reimbursement and AP/Travel will provided the needed documentation to upload to e-reimbursement.
* Reimbursements of $5,250 or more over the course of the calendar year may result in tax withholding on your paycheck (subject to the existing provisions of the Internal Revenue Service Code). Employees are advised to consult the most recent IRS regulations as to the reporting and deducting criteria of reimbursements.
* This form must be signed by the employee (for verification of the initial request), the supervisor/department chair, and the Dean or AVC. If more than 5 credits are being submitted the Vice Chancellor or Chancellor must also sign before sending to AP/Travel.

Employees are encouraged to get forms signed via DocuSign. Employees that don’t have access to DocuSign can get access by emailing financialservices@uwosh.edu.